



# TOKENEKE CLUB

## Sous Chef

### Job Description

#### Position Overview

The Sous Chef is a seasonal, full-time (salaried), management position reporting directly to the Executive Chef. The Sous Chef is responsible for the oversight and management of all culinary operations throughout the Club, including a la carte member dining and private events. The Sous Chef serves as the senior culinary manager on duty in the absence of the Executive Chef.

#### Duties and Responsibilities

The primary role of the Sous Chef is to support the Executive Chef in the management and oversight of all day-to-day culinary operations, across all food and beverage outlets. In this role, the Sous Chef will oversee a range of responsibilities within the kitchen including but not limited to hourly staff management, inventory and cost controls, menu development and production, and sanitation standard implementation and adherence. Additionally, the Sous Chef will fulfill the responsibilities of the Executive Chef in his/her absence.

*The full responsibilities and duties of the Sous Chef include but are not limited to:*

#### Service:

- Supports Executive Chef in daily preparation and facilitation of a la carte services.
- Coordinates and facilitates banquet food services for banquet and private events.
- Ensures a quality product/presentation is offered to members and guests.
- Collaborates with Front of the House management to improve foodservice operations and meet member expectations.
- Develops an understanding of member expectations and plans to anticipate and meet those expectations.
- Performs research and recommends new menu items, offering costing analysis and recipe standardization.

**Facilities:**

- Oversees inventory controls for all kitchen supplies and products according to Club and Executive Chef's policies.
- Accounts for inventory management and assists in implementing controls for proper storage, security, and rotation of supplies and products.
- Monitors performance of kitchen equipment and utensils, recommending repairs or new equipment as necessary.
- Coordinates with Executive Chef in developing in-house sanitation programs, including training sessions and inspections.
- Ensures cleanliness of the kitchen, storerooms, walk-ins, equipment, and dish area.
- Supervises support personnel in sanitation and stocking of supplies.

**Staff Management:**

- Trains all staff in areas of responsibility to ensure recipes are closely followed, portions are properly sized, and foods are attractively garnished.
- Serves as a leader within the team, guiding and supporting kitchen personnel.
- Assists in leading staff training to ensure adherence to recipes, portion control, and attractive food presentation, while conducting quality assurance on prepared foods.
- Oversees documented opening and closing procedures, ensuring cleanliness of work areas.
- Leads by example in developing creative and culinary aptitudes, attitudes, and capabilities of kitchen personnel.
- Ensures the quality of product and presentation of staff meals offered to employees.
- Assumes responsibility and cooperates with management team in managing all kitchen operations in the absence of the Executive Chef.

## **Candidate Qualifications**

Successful candidates for this position will ideally possess an accredited degree in culinary arts or equivalent, with a minimum of 3 years of experience in a private club, hotel, or resort preferred.

Candidates must demonstrate effective fluency of the English language in both written and oral communications. Fluency in the Spanish language is considered a plus. Proficiency in basic computer operations and experience using inventory systems is advantageous.

Furthermore, candidates should be dependable and punctual, with the ability to multi-task and complete assignments independently and proactively. Ideal candidates will be adept problem solvers, proactive team players, and natural relationship builders, with strong teambuilding, leadership, and organizational skills.

Weekend and holiday availability, authorization to work in the USA, and reliable transportation are required.

## **Certification Requirements**

A minimum of 2+ years of leadership experience in a private, member-owned premier level club, hotel, restaurant or resort.

## **Physical Requirements**

This position requires the ability to perform essential job functions with physical demands including standing, walking, bending, balancing, crouching, twisting, grasping, reaching with hands and arms, stooping, talking, hearing, and the ability to lift 50 or more pounds. The operation of various kitchen equipment, including ovens, slicers, and fryers, is expected.

## **Compensation**

Compensation is open and commensurate with candidate qualifications and experience.

## **To Apply:**

*Interested applicants are encouraged to submit their resume and a thoughtful cover letter to the Clubhouse Manager, Mark Della Pesca, at [mdellapesca@tokenekeclub.org](mailto:mdellapesca@tokenekeclub.org).  
No phone calls please.*